



**MINUTES OF THE BIGGLESWADE TOWN COUNCIL MEETING**  
**HELD ON TUESDAY 28<sup>th</sup> JUNE 2022**  
**AT 7.00PM AT BIGGLESWADE TOWN COUNCIL OFFICES**  
**THE OLD COURT HOUSE, 4 SAFFRON ROAD, BIGGLESWADE SG18 8DL**



**PRESENT:**

Cllr G Fage (Chairman)  
Cllr M Russell (Deputy Chairman)  
Cllr K Brown  
Cllr I Bond  
Cllr F Foster  
Cllr M Foster  
Cllr M Knight  
Cllr M North  
Cllr R Pullinger  
Cllr D Strachan  
Cllr J Woodhead  
Cllr C Thomas

Mr P Tarrant – Town Clerk & Chief Executive  
Mr K Hosseini – Head of Governance & Strategic Partnerships  
Mrs R Jandu – Senior Administrator  
Mrs S van der Merwe – Deputy Administration & HR Manager

Members of the Public – 5

**Meeting Formalities:**

Following a reminder to meeting attendees that this is a formal meeting, the Mayor advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed to be filmed and to the use of those images and sound recordings. The Mayor advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of that individual.

**22/0053.0     APOLOGIES FOR ABSENCE**

Cllr D Albone, Cllr L Fage, Cllr H Ramsay.

**ABSENT WITHOUT APOLOGIES**

None.

**22/0054.0     DECLARATIONS OF INTEREST**

**22/0054.1     Disclosable Pecuniary interests in any agenda item:**

Cllr Bond - Item 11b – Planning Application for Shortmead Cottage. Cllr Bond will leave the Chamber for the duration of this item.

**22/0054.2     Non-Pecuniary interests in any agenda item:**

None.

**22/0055.0 TOWN MAYOR'S ANNOUNCEMENTS**

**22/0055.1 Stratton Upper School Photography and Art Exhibition**

Cllr G Fage and Cllr Russell attended the Stratton Upper School Photography and Art Exhibition on 23 June 2022 to view GCSE and A-level students' art. It was inspiring to see the hard work that students have put in over the last few years', even more so due to students having to work through the COVID lockdown. The quality of what was produced was remarkable and Cllr G Fage wished all the students well in their future endeavours on behalf of the Town Council.

**22/0055.2 Trains at Trinity Model Railway Exhibition**

Cllr G Fage attended this bi-annual event on Saturday 25<sup>th</sup> June 2022 held at Trinity Methodist Church, this being the first occasion they had held this since the lockdown. It was an interesting morning meeting with exhibitors, some of whom had travelled a long way to attend. The event was well attended by residents from Biggleswade and the wider district.

**22/0056.0 PUBLIC OPEN SESSION**

**22/0056.1 Mrs Carole Birtwhistle – Planning Application: Land West of Salcombe Close**

Mrs Birtwhistle represents a collective of Maythorns residents concerned about this planning application. David Wilson Homes' planning application seeks to remove the mounds in the play area, however, she stated the mounds in the open space give cover for disruptive antisocial behaviours and it should be those mounds that are removed. The houses adjacent to the park on Sale Mews are within 2m of the play area and those homeowners have expressed concerns about the proposed lighting and how this will affect their use of their own gardens. CCTV was an original planning condition for consent to the development and this planning application seeks to remove that condition. Mrs Birtwhistle stated that residents have mixed views on the CCTV requirement, but they wish to understand why an original planning commitment the developer should have met is now proposed to be eliminated.

**22/0057.0 INVITED SPEAKERS**

**22/0057.1 Bedfordshire Police Community Cohesion Team's PC Stephen Beer**

PC Stephen Beer addressed the Town Council regarding crime statistics for the Biggleswade area for May 2022. There were 129 crimes reported in total, with hot spots on the high street and the immediate streets in the vicinity, London Road (towards the A1) and towards the B659. PC Beer advised there is a Biggleswade Police Team in the area, led by Sergeant Adam Sugden. There are 9 team members, made up of Constables and PCSO's focused on Biggleswade.

PC Beer recommended a Neighbourhood Watch team if not already in place and engagement with residents to continue to report any criminal activity to them.

Cllr Knight discussed a recent incident where a publican had provided CCTV footage to Bedfordshire Police and the Town Council had contacted its own CCTV provider to provide supporting footage. Cllr Knight understands that no request has

been made of the Town Council's CCTV provider and no progress has been made on catching the perpetrator. PC Steven Beer agreed to follow up to ensure the evidence is gathered.

**22/0058.0**     **MEMBERS' QUESTIONS**

None.

**22/0059.0**     **MINUTES AND RECOMMENDATIONS OF MEETINGS**

**22/0059.1**     From the Minutes of the **Town Council Meeting of Tuesday 14<sup>th</sup> June 2022** held at 7:00 pm in the Town Council Offices at The Old Court House, Biggleswade, SG18 8DL.

**22/0052.1 – Internal Auditor Report**

Amend the wording to reflect that this item relates to a tender for Internal Auditors as follows:

“The Report on appointment of internal auditors would be discussed at a future Council meeting with the additional information requested.”

**22/0049.6 – The Garden Communities Project Board:**

Amend the first paragraph to read: “Members received a presentation on the progress of the Garden Communities Project Board and future plans.”

Subject to the above changes the Minutes were **APPROVED** as an accurate record of the Meeting from 14<sup>th</sup> June 2022.

**22/0059.2**     The Minutes of the Town Centre Management Committee Meeting held on **Tuesday 17th May 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr Knight had no comment on the Minutes.

**22/0059.3**     The Minutes of the Biggleswade Joint Committee Meeting held on **Tuesday 21st April 2022** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

Cllr Russell commented there were actions recorded in the Minutes, namely information to be sent from CBC to the Town Council, which has not yet been sent.

**22/0060.0**     **MATTERS ARISING**

**22/0060.1**     Cllr Bond asked for an update on the Town Council's application for a premises licence.

Mr Lord advised he has been corresponding with Officers at Central Bedfordshire Council in relation not the non-rateable value of the premises. The initial application fee will be £100, with an annual fee of £70. Mr Lord is being supported by a staging company who has made several of the same type of applications recently, which is a very detailed process.

Cllr Pullinger asked for clarification of whether this will include an alcohol licence as well as an entertainment licence – Mr Lord confirmed this is being explored.

**22/0061.0 ACCOUNTS**

**22/0061.1** Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **RESOLVED** to exclude the public and press by reason of the confidential nature of the business related to part of the Auditor’s Report relating to a personnel matter.

Members of staff and attendees re-entered the Chamber once the discussion under exempt was completed.

**22/0061.2 Internal Audit – Final Report 2021 – 2022**

Cllr Pullinger noted that bullet point 4 on page 32 is not considered “quarterly”:-

Subject to the note above, it was **RESOLVED** to **APPROVE** the Internal Audit for 2021/2022.

**22/0061.3 Accounts & AGAR for the year ended 31<sup>st</sup> March 2022**

- i. Members **APPROVED** and **ADOPTED** the Annual Governance Statement of the Annual Return for the year ending 2021/2022.
- ii. Members **APPROVED** and **ADOPTED** the Accounts and Statement of Accounts contained in the Annual Return for 2021/2022.

The electoral rights of inspection of accounts will begin on Friday 1st July 2022 and end on Thursday 11th August 2022 consistent with Sections 25 to 27 of the Local Audit and Accountabilities Act 2014. Public Notices will be issued on 29th June.

All financial documentation will be forwarded to Mazars (the Council’s External Auditor) by Thursday 30th June 2022.

**22/0061.4 Financial Administration**

Members received the following Accounts:

- i. Detailed Balance Sheet to 31<sup>st</sup> May 2022.
- ii. Summary Income and Expenditure by Committee 31<sup>st</sup> May 2022.
- iii. Detailed Income and Expenditure by Committee 31<sup>st</sup> May 2022.
- iv. Lloyds Bank Payment listings May 2022.

It was **RESOLVED** that the Town Council **ADOPTS** the Accounts as set out.

**22/0062.0 ITEMS FOR CONSIDERATION**

**22/0062.1 Central Bedfordshire Consultations**

Members **NOTED** the consultations relating to:

- Electric Vehicle Charging: Guidance for New Developments Supplementary Planning Document (SPD)

- Developing in the Forest of Marston Vale: Design Guidance SPD

Cllr Russell pointed out that the Electric Vehicle Charging consultation sets out the percentage electric charging points needed and that it would be important to consider in all future planning applications.

Cllr M Foster said Central Bedfordshire Council should have a policy so that it is clear about what is required and developers should know what is required. Cllr M Foster encouraged Members to respond individually to this Consultation with any opinions.

It was **RESOLVED** that the Town Council respond to Central Bedfordshire Council in support of the Electric Vehicle Charging guidance as it is drafted.

**22/0062.2 Proposed Diversion of Footpath 12**

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this proposed diversion to Footpath 12.

**22/0064.0 PLANNING APPLICATIONS**

**22/0064.1 CB/22/01990/FULL - Land west of Salcombe Close, Biggleswade**

Flatten the existing mounds in the play area, install lighting columns and improve the perimeter fence.

Members noted that there is a lack of information on the website relating to sizing of various elements of the design and elevations on the plans.

The Town Council wishes to arrange a meeting with residents, representatives from the Developer and Bedfordshire Police to discuss all the concerns.

It was **RESOLVED** that the Town Council would like to submit a holding objection to this planning application pending provision of the following information: 1) further information is required on the sizing of mounds and proposed elevations in the play area; 2) the potential effect of the proposed lighting on the existing neighbours on Sale Mews; and 3) information on why the removal of CCTV is not under a separate variation to conditions.

**Cllr Bond, having previously declared a pecuniary interest in the following matter, left the Chamber at this point.**

**22/0064.2 CB/22/01860/FULL - Shortmead Cottage, Shortmead Lane, Biggleswade, SG18 0FG**

Erection of new dwelling with a detached annexe.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application.

**Cllr Bond returned to the Chamber at this point to continue with the Town Council business.**

**22/0064.3 CB/22/02317/FULL - 14 South View, Biggleswade, SG18 8BZ**

Proposed single storey rear extension, replacing conservatory on the back of an existing extension.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

**22/0064.4      CB/22/02057/FULL - 135 London Road, Biggleswade, SG18 8EF**

Single storey rear extension, garage conversion with front bay window and front canopy.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

**22/0064.5      CB/TRE/22/00311 - Fairfield Recreation Ground, Fairfield Road, Access to Biggleswade Common, Biggleswade**

Works to trees protected by a Tree Preservation Order: MB/TPO/02/00005 (G3) Trim Lime trees x 4 in order to maintain agricultural vehicular access.

The tree works application is **NOTED**.

**22/0064.6      CB/TRE/22/00304 - 1 The Close, Biggleswade, SG18 0AT**

Works to trees protected by a Tree Preservation Order in a conservation area: (MB/88/00004/G2) - Crown reduction for two Yew Trees (T1 & T2) and crown reduction for one Lime Tree (T3).

The tree works application is **NOTED**.

**22/0064.7      CB/22/01960/FULL – St. Andrews Close, Biggleswade, SG18 8BB**

Single storey rear, side, and front extensions and first floor front extension. Demolish existing conservatory.

Previous application 22/01960/FULL - Single storey rear and side extension and first floor front extension. Application withdrawn 12/05/2022.

It was **RESOLVED** that the Town Council has **NO OBJECTION** to this planning application provided the neighbours are consulted and that any comments they may make are considered by CBC in their deliberations.

**22/0065.0 PLANNING APPEAL**

**22/0065.1 CB/MWE/21/0510 – Appeal: Warren Villas Quarry, New Road, Sandy**

Non-compliance with planning permission no. CB/11/01376/MW (Condition 17 restoration).

This planning appeal was **NOTED**.

**22/0066.0 PLANNING APPLICATION OUTCOMES**

This report was **NOTED**.

Cllr Knight expressed his disappointment that planning application CB/22/00623/FULL for 3 Parry Rise was approved, despite the Town Council's objection.

Cllr Fage asked Cllr Mark Foster and Cllr Bond to follow up on planning application CB/21/05233/FULL for 19A High Street since building works appear to be ongoing for a takeaway venue.

**22/0067.0 ITEMS FOR INFORMATION**

**22/0067.1 Central Bedfordshire Council Street Trading Policy**

Cllr Knight requested Officers provide the CBC Street Trading Policy with any future applications brought to the Town Council to help inform decisions. Cllr Knight requested this be included in the Town Council's information resource files.

**22/0068.0 PUBLIC OPEN SESSION**

**22/0068.1 Ms Rhiannon Barrow – Request to extend the Community Garden at Chestnut Avenue Car Park**

Ms Barrow is in contact with the owner of the land where flowers are currently grown and proposes growing vegetables on the opposite side of the car park to support the community and community food banks. Cllr Russell requested a formal agreement be put in place to facilitate future dealings related to this initiative. Cllr Fage recommended Ms Barrow liaise with Cllr North and Cllr Knight to help progress this.

**22/0069.0 EXEMPT**

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council resolved to exclude the public and press by reason of the confidential nature of the business about to be transacted.

(Orchard Centre)  
(Biggleswade Levelling Up Fund)  
(HR Update)

The following resolution was **moved** that is advisable in the public interest that the public and press are excluded whilst the following exempt item issue is discussed.

**22/0070.0**     **EXEMPT**

**22/0070.1**     **Orchard Centre**

The Town Clerk & Chief Executive and the Place Shaping Manager introduced the Orchard Community Centre Operational Model Review Report. The Place Shaping Manager was thanked for the work completed on this report.

It was suggested that a CCTV Policy is created and that the Data Protection Officer at the Council know how to use the CCTV equipment.

Members **AGREED** to Officers commissioning the Acuity Scheduling system.

Members supported Operating Model 1 and wished for this to be presented at a future Council meeting with further details including insurance, potential suppliers and quotes. Members **RESOLVED** to defer recommendations 4, 5, 7, 9,10 to a future Council meeting where Operating Model 1 is discussed in further detail.

It was **AGREED** that the Orchard Community Centre staff and customers should be consulted once a decision by Council has been reached.

**22/0070.2**     **Biggleswade Levelling Up Fund**

The presentation provided by Officers of Central Bedfordshire Council was **NOTED**.

It was **RESOLVED** to write a letter to Ingrid Hooley at Central Bedfordshire Council stating that the Town Council supports the proposals put forward.

**22/0070.3**     **HR Update**

The Town Clerk updated Members on Staff HR matters.

The Chairman ended the Meeting at 8:35pm